

**LA CAÑADA UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD**

September 8, 2020

The Regular Meeting of the Governing Board of La Cañada Unified School District was called to order at 4:00 p.m. by President Joe Radabaugh on September 8, 2020, via Zoom. Present were Governing Board Members Joe Radabaugh, Dan Jeffries, Kaitzer Puglia, Brent Kuszyk and Andrew Blumenfeld.

**CLOSED SESSION**

The Governing Board adjourned to Closed Session at 4:00 p.m. via Zoom. Present were the five Governing Board Members, Superintendent Wendy Sinnette, Associate Superintendent Anais Wenn, Associate Superintendent Mark Evans, and Chief Technology Officer Jamie Lewsadder. Closed Session adjourned at 7:00 p.m.

**MEMBERS PRESENT:** Mr. Joe Radabaugh, President  
Mr. Dan Jeffries, Vice President  
Mrs. Kaitzer Puglia, Clerk  
Mr. Andrew Blumenfeld, Member  
Mr. Brent Kuszyk, Member

**OPPORTUNITY TO ADDRESS THE BOARD ON CLOSED SESSION ITEMS**

None.

**REPORT OUT OF CLOSED SESSION**

Mr. Radabaugh stated there was nothing to report out of Closed Session.

**REGULAR MEETING**

The Regular Meeting of the Governing Board was reconvened at 7:00 p.m. via Zoom. Present were five Governing Board Members, Ms. Sinnette, Mrs. Wenn, Mr. Evans, Ms. Lewsadder and Executive Assistant to the Superintendent Kim Bergner. Mr. Radabaugh led the Pledge of Allegiance to the Flag.

**APPROVAL OF MINUTES**

It was requested that the minutes of March 31, 2020 be amended to reflect a correction to Public Comment. It was moved and seconded (Blumenfeld/Kuszyk) to approve the minutes of March 31, 2020 as amended. The motion to approve the minutes of March 31, 2020 as amended was approved unanimously. It was moved and seconded (Puglia/Jeffries) to approve the minutes of April 21, 2020. The motion to approve the minutes of April 21, 2020 was approved unanimously.

**REPORTS**

**1. Superintendent's Report**

Ms. Sinnette introduced the LCUSD School Reopening and Safety Plan and discussed the key areas of the plan. She thanked staff that worked extensively to create the plan. This plan is necessary for all of our next steps: small group instruction, the elementary waiver process, to reopen under a 50% capacity hybrid model and to demonstrate that the district has taken into account all of the features put into place to ensure staff and student safety. The Public Health K-12 Reopening Protocols will be completed this week. Both of these documents combined

will be required of Public Health when we issue any waivers or any special situations to bring students back on campus. Both documents will be posted on the district website.

Ms. Sinnette introduced LCHS Senior Ben Lee, the 2020-21 student representative.

**2. President's Report**

Mr. Radabaugh discussed the district's reopening status and stated that the Governing Board's number one objective is to get our kids safely back on campus. He encouraged everyone to review the LCUSD School Reopening and Safety Plan. He acknowledged parent stresses and concerns with issues related to the challenges of the facility closures.

Mr. Radabaugh discussed the importance of the district's focus on Diversity, Equity and Inclusion. He provided background on the district's DEI journey and reaffirmed the district's commitment to DEI. The Governing Board must now identify and discuss DEI next steps and how it links with the Superintendent's goals. He stated that one of the critical things to do prior to the implementation phase is to align the mechanism we create with the findings and recommendations in order to prioritize and sequence what we pursue. He also stressed the importance of seeking more in depth community engagement.

**3. Associate Superintendent of Business & Administrative Services' Report**

Mr. Evans discussed the Palm Crest Elementary mitigation plan that will be presented at the Governing Board meeting on September 29, 2020. A public hearing will be held to allow for any public comment on the plan.

**4. Student Representative**

Mr. Jeffries introduced the district's 2020-21 Student Representative Ben Lee and provided a brief bio on Mr. Lee. Mr. Lee thanked Ms. Sinnette and the Governing Board for the opportunity to serve as student representative. He reported that he has experienced a great unity among staff and students. He reported on parent stresses with distance learning. He reported on Elementary Back to School Night. Mr. Lee reported on 7-12 distance learning stating that teachers are very organized and students feel that instruction is better than last spring. He reported on ASB activities that are occurring on the LCHS 7-12 campus to support diversity, equity and inclusion.

**REVIEW OF AGENDA**

None.

**OPPORTUNITY TO ADDRESS BOARD**

The following audience members addressed the Board:

None.

**PUBLIC HEARING**

**Resolution 5-20-21 Statement of Assurance of Availability of Pupil Textbooks and Instructional Materials for Fiscal year 2020-21 for Grades K-12**

The hearing was opened at 7:27 p.m. There being no public comment the hearing was closed at 7:27 p.m.

**PROPOSED ACTION ITEMS**

**1. First Reading**

- a. **Tobacco-Use Prevention Education (TUPE) mini and Tier II Grant, R34-20-21.**  
Ms. Wenn introduced LCHS Assistance Principal Jason Ito who was present to report

on the TUPE mini and Tier II Grant. Mr. Ito provided background on the two grants. The TUPE Mini Grant is for \$5,000 paid in two sums of \$2,500, and the TUPE Tier II grant is a three-year grant totaling \$38,131.55. Mr. Ito reported on the requirements to receive the grants and provided examples of programs that are available through the grant. He reported that through grant funding the district will be presenting a Family Learning Series on vaping entitled, “Clear the Air, The Dangers of Youth Vaping”. The TUPE grant will also fund the California Healthy Kids survey. The Governing Board congratulated the district for receiving the grant and thanked Mr. Ito for his presentation.

- b. Superintendent Update on LCUSD’s Opening of the 2020-21 School Year, R28-20-21.** Ms. Sinnette provided an update on the opening of the 2020-21 school year. She reported that the district opened the school year with 4,031 students, which is a slight decline from last year. The district is fully staffed with an additional 2.33 temporary FTEs, which are required to staff the Elementary Virtual Learning Academy. Ms. Sinnette announced that Dennis Ballard, a secondary teacher, retired at the opening of the school year and thanked Mr. Ballard for his 26 years of service to the district. Ms. Sinnette reported that the district continues to bargain the effects of working conditions with both labor associations. The LCUSD School Reopening and Safety Plan for 2020-2021 has been completed along with the TK-12 Public Health Reopening Protocols. The district continues to follow and adjust to updates to public health orders. Currently elementary waivers are not being accepted. Ms. Sinnette provided an update on Special Education services that are being provided. She provided an update on the work being done by the Secondary Reopening Committee.

Elementary Principals Cory Pak, Carrie Hetzel and Emily Blaney were present to provide an elementary school update. Mr. Pak reported that the elementary sites successfully distributed close to 17,000 textbooks and workbooks and over 400 Chromebook to students. Student attendance has been high with a daily average attendance rate of 99%. Ms. Hetzel provided an update on teachers and staff, reporting on summer trainings that were provided on technology support and Diversity, Equity and Inclusion. Teachers continue to get their classrooms ready for onsite instruction and meet for staff and grade level meetings. Elementary Specialists are successfully delivering remote instruction on physical education, technology, music, art and library. Diagnostic Assessments on ELA, Math and DWA are currently occurring along with identifying the need for reading intervention. Ms. Blaney reported on parent engagement. She thanked parents for their support during distance learning and stated that the strong partnership with PTA continues. She reported on the successful New Family Meet & Greets and Back-To-School Nights. There has been very positive feedback about synchronous instruction from staff and parents. She discussed the Tech Support and Tech academies that have been available to staff.

7/8 Principal Jarrett Gold provided school year opening highlights for LCHS 7/8. He reported on the successful opening of school and stated that teachers and students have settled in to distance learning. Teachers have created norms for any tech issues students may have. 7/8 is conducting regular staff meetings, team leader meetings and case management meetings. Dr. Gold reported on the successful virtual Back-to-School Night. He reported that LCHS 7-12 is participating in the virtual Challenge Success conference. 7/8 staff will continue to provide after school supports including math and writing labs and homework club. Dr. Gold thanked the Governing Board for their stewardship and guidance, and gave a shout out to 7/8 staff, students and parents. 9-12 principal Jim Cartnal was present to provide LCHS 9-12 Opening Highlights. He stated that students have shown themselves at the full measure of the quality of their character: they have been present in class, battling poor internet quality,

attending after school sessions, asking great questions and showing up in the most remarkable way. He thanked parents for their support. He thanked teachers and staff for their professional approach to distance learning. 9-12 staff has worked hard to keep as much normalcy for students as possible. He reported that he and Mr. Ito provided successful class-by-class assemblies. New Parent and 9<sup>th</sup> grade orientations were held via Zoom. A Virtual Club Day will be held for students in the near future.

Associate Superintendent Anais Wenn provided an update from Educational Services. She reported on the successful teacher Buy Back Day trainings on Diversity, Equity and Inclusion and Social Emotional Learning. She reported on the implementation of distance learning requirements and the purchase/renewal and distribution of textbooks and supplemental materials. Diagnostic Assessments in ELA and math are mandatory to assess students on learning loss due to distance learning. The coordination of extra curricular subjects/specials to provide virtual instruction has been a challenge. We continue to find ways to bring these opportunities to students. GATE testing has been completed and the program has been implemented. Ms. Wenn asked Dr. Derek Ihori to provide a reopening update on Special Education. Dr. Ihori reported that Special Education staff have been monitoring student progress since the beginning of school. Paraprofessionals are doing a great job supporting students during online sessions and in breakout rooms. The Special Education department is preparing for in-person student assessments. Dr. Ihori thanked his staff for their collaboration.

Director Karen Hurley provided an update regarding Programs and Services. She reported on the Learning Continuity Plan, the Personal Protective Equipment Plan and the monitoring and reporting of COVID cases in LCUSD. She is coordinating CAASPP interim assessments and conducting training for attendance clerks to monitor student participation and engagement.

Chief Technology Officer Jamie Lewsadder provided an update from the Technology Department. She reported on the technology support that has been provided with the opening of school. She stated that over 400 Chromebooks and 75 hotspots have been loaned out. The high priority for the department is getting all digital textbooks and systems working. The Paper.co tutoring service is currently being tested and should be available to all students within the next 10 days. A training website has been created to provide support for teachers. Ms. Lewsadder reported that a typical launch sees approximately 500 support tickets and this year the department received over 1,250 tickets. She gave a shout out to her tech team for their great work.

Dr. Debra Cradduck provided a Human Resources update. She reported on the annual mandatory staff trainings. She reported on the successful development and implementation of safety protocols to allow staff to work on campus. She has teamed with Karen Hurley and Mark Evans to create COVID-19 procedures. She reported on the interactive process with employees requesting to work remotely and/or be provided with accommodations for a safe work environment. Human Resources has designed plans to ensure substitute teachers are prepared for substituting virtually as well as when hybrid students return to campus.

Associate Superintendent Mark Evans provided an Operations update. He reported that Grab and Go lunches are being provided free for all students through December. Custodial staff has been working diligently on the increased cleaning regimens. Additional support staff has been assigned to assist with cleaning and disinfecting. HVAC systems have been upgraded to MERV 11 to maximize fresh air filtering.

Ms. Sinnette thanked Leadership Team for the outstanding, comprehensive presentation. The Governing Board thanked and commended the Leadership Team for their reopening and asked clarifying questions. Mr. Radabaugh asked Ms. Lewsadder to report on the City committee meeting regarding Spectrum internet connectivity and the Paper.co tutoring services. Ms. Lewsadder reported on the broadband committee that will meet tomorrow with representatives from Spectrum. She discussed the Paper.co tutoring services that are currently being tested by several students and will be available to all students shortly.

The following members of the public commented on this agenda item:

Anonymous, LCUSD Parent;  
A Concerned Parent;  
A PCY Parent;  
Anonymous, LCUSD Parent;  
Anonymous, LCUSD Parent;  
David Haxton, Community Member; and  
Anonymous, LCUSD Student.

At the conclusion of Public Comment Ms. Sinnette thanked the Leadership Team for their outstanding, comprehensive presentation.

c. **Governing Board Discussion: Providing Governing Board Direction Regarding Priorities for a Diversity, Equity, and Inclusion Implementation Plan, R35-20-21.**

The Governing Board requested this agenda item so that priorities for the Diversity, Equity, and Inclusion (DEI) Implementation Plan could be discussed. Ms. Sinnette reported on actions that have been put in place as part of the DEI initiative. She stated that DEI is one of her goals for 2020-21 and she has asked each member of Leadership Team to have one of their 2020-21 goals focus on Diversity, Equity and Inclusion. DEI Consultant Christina Hale Elliott was present for the discussion. The Governing Board engaged in discussion on the importance of the DEI initiative and next steps for creating a road map towards progress in DEI. A potential task force was discussed. Ms. Sinnette stressed the importance of creating a 3-year implementation plan that identifies clear action strategies and deliverables with measurable outcomes for years 1, 2 and 3. She expressed the need to be inclusive and to listen to voices of those whose needs are not being met and who are not feeling included, while being mindful of resources and how we are best using district funds. She expressed the need for a clearly articulated road map and recognized competing needs. Mr. Radabaugh asked for confirmation from the Governing Board that they all agree that DEI should be part of the Superintendent goals for 2020-21. The Governing Board confirmed its commitment to DEI and agreed that DEI should be a Superintendent goal for 2020-21. The Governing Board provided direction to Ms. Sinnette to look at options for creating a DEI task force in order to create framework to establish priorities and options for a road map moving forward. Ms. Puglia and Mr. Radabaugh agreed to be DEI liaisons with Ms. Sinnette in regards to DEI progress.

The following members of the public commented on this agenda item:

Jill Panossian, LCUSD Parent,  
Andy Decker, LCUSD Parent;  
Geoff, LCUSD Parent

It was moved and seconded (Jeffries/Kuszyk) to extend the meeting to midnight. The motion to extend the meeting to midnight was approved unanimously.

Public comment continued:

Paul Moll, LCUSD Parent;  
 Jack Schaedel, LCUSD Parent  
 Pin and Trina Chen, LCHSD Parent;  
 Anonymous, Community Member;  
 Dennis Mechat, LCUSD Staff Member;  
 Anita Brenner, Community Member;  
 Ethan Angold, Community Member;  
 Anonymous, LCUSD Parent;  
 Kim Hershman, Community Member;  
 Mandy Redfern, LCUSD Staff Member;  
 Joe King, LCUSD Parent;  
 Michelle Kim, LCUSD Parent;  
 Anonymous, LCUSD Parent;  
 Octavia Thuss, LCUSD Parent;  
 Alumni, Community Member;  
 Kamden Gray, Community Member;  
 Lynne Graves, Community Member; and  
 Anonymous, Community Member.

Mr. Blumenfeld stressed the attention that DEI will receive as a Superintendent's goal. Prior to the conclusion of this agenda item Ms. Sinnette read a heartfelt statement in regards to her commitment to DEI. The Governing Board and Ms. Sinnette thanked Ms. Hale-Elliott for participating in this discussion.

- d. **Assessment and Review of Board Meeting Format, R36-20-21.** Ms. Sinnette reported that since facilities closures in March 2020 due to COVID-19 Governing Board meetings have been held via an online platform. The process to allow the public to submit comments was revised to accommodate for the provisions of the new orders so that the public could submit comments electronically. The new process for board meetings has increased access to meetings and community participation. Ms. Lewsadder provided a presentation on how to build upon the increased community engagement while striving for more efficient and effective board meetings. The Governing Board engaged in discussion on three key points: livestreaming, in-person meetings and the public comment process. The Governing Board engaged in discussion regarding how best to run an efficient meeting while receiving community input.

The following members of the public commented on this agenda item:  
 Belinda Randolph, Community Member; and  
 Kelly McWilliams, LCUSD Parent.

Mr. Jeffries and Mr. Kuszyk volunteered to work with Ms. Lewsadder to continue to review Governing Board meeting format options.

- e. **\*Service on Provisional Internship for Teacher, R18-20-21.** Ms. Sinnette reported that districts may submit requests for provisional internship permits to the California Commission on Teacher Credentialing in order to solve a temporary verification or assignment problem. The district has employed a part time special education teacher at Paradise Canyon Elementary whose application for admittance to the teacher internship program has yet to be accepted by Pacific Oaks College due to the impact of COVID-19. The district is requesting that the Governing Board approve the Provisional Internship Permit request, so that the District may submit an application on behalf of the teacher to the California Commission on Teacher Credentialing. It was moved and seconded (Jeffries/Blumenfeld) to approve the Service on Provisional Internship for Teacher. The motion to approve the service on provisional internship for teacher was approved unanimously.

- f. **\*Resolution 5-20-21 Statement of Assurance of Availability of Pupil Textbooks and Instructional Materials for Fiscal Year 2020-21 for Grades K-12.** Ms. Wenn reported that districts are annually required to certify that the district has sufficient textbooks and instructional materials for each student or will have prior to the end of the fiscal year. Ms. Wenn confirmed that each student has an individual copy of adopted textbooks K-12. It was moved and seconded (Jeffries/Kuszyk) to adopt Resolution 5-20-21 Statement of Assurance of Availability of Pupil Textbooks and Instructional Materials for Fiscal year 2020-21 for Grades K-12. The motion to adopt Resolution 5-20-21 Statement of Assurance of Availability of Pupil textbooks and Instructional Materials for Fiscal Year 2020-21 for Grades K-12 was adopted unanimously.
- g. **\*Adoption of Resolution 4-20-21: Education Protection Account; 2019-20 Funds.** Mr. Evans provided background on the Education Protection Account (EPA), reporting that the district receives funds from the EPA based on its proportionate share of the statewide Local Control funding Formula (LCFF) revenue. Districts are required to annually report on the use of the EPA funds. The La Cañada Unified School District used the 2019-20 Education Protection Account funds to support salaries and benefits for regular classroom teachers. Last year, EPA funded approximately 7.39 full time equivalent positions. It was moved and second (Jeffries/Puglia) to adopt Resolution 4-20-21: Education Protection Account; 2019-20 Funds. The motion to adopt Resolution 4-20-21: Education Protection Account; 2019-20 Funds was adopted unanimously.
- h. **\*Approve Summary of Revenue and Expenditures for 2019-20 (Unaudited), R27-0-21.** Mr. Evans presented a summary of Revenue and Expenditures for 2019-20. He compared the estimated actuals with the unaudited actuals. He provided a breakdown of the revenues and expenditures, which were both lower than anticipated. It was moved and seconded (Jeffries/Blumenfeld) to approve the summary of District revenues and expenditures for 2019-20 (Unaudited). The motion to approve the summary of District revenues and expenditures for 2019-20 (Unaudited) was approved unanimously.
- i. **\*Appointment of Measure LCF Citizens' Oversight Committee, R29-20-21.** Mr. Evans reported on the Measure LCF Citizen's Oversight Committee application process. The Measure LCF Citizens' Oversight Committee bylaws require a minimum of 7 members on the committee, 8 applications were received and approved. Terms for the members will be established once the committee meets. It was moved and seconded (Jeffries/Blumenfeld) to approve the appointment of the 8 members to the Measure LCF Citizens' Oversight Committee. The motion to approve the appointment of the members of the Measure LCF Citizens' Oversight Committee was approved unanimously.
- j. **\*Appointment of Parcel Tax Oversight Committee Members, R30-20-21.** The passage of the District's Parcel Tax Measure (Measure LC) in March 2020 requires the appointment of members to a Parcel Tax Oversight Committee. The Parcel Tax Oversight Committee bylaws require a minimum of 7 members on the committee, 9 applications were received and approved. It was moved and seconded (Jeffries/Puglia) to approve the appointment of the 9 Parcel Tax Oversight Committee members. The motion to approve the appointment of the Parcel Tax Oversight Committee Members was approved unanimously.
- k. **Amendment No. 001 to Agreement for Architectural & Engineering Services for Various Projects, R37-20-21.** Mr. Evans reported that the original agreement formed with Architecture for Education established the construction budget. The Basic Fees portion of the compensation is based with the understanding that the construction budget would be adjusted once the projects are fully developed and bids are received. In addition, during the construction work, the District encountered site conditions which necessitated corrections for which the Architect was required to provide

additional services to be reimbursed under the reimbursement provisions of the Agreement. Amendment No. 001 reflects the increase to the contract amount from \$808,990 to \$996,556. It was moved and seconded (Kuszyk/Jeffries) to approve Amendment No. 001 to Agreement for Architectural & Engineering Services for Various Projects increasing the contract amount to \$996,556. The motion to approve Amendment No. 001 to Agreement for Architectural & Engineering Services increasing the contract amount to \$996,556 was approved unanimously.

**2. Consent Agenda**

It was moved and seconded (Blumenfeld/Puglia) to approve the Consent Agenda as presented. The motion to approve the Consent Agenda was adopted unanimously.

- a. **Personnel Report, P3-20-21.** The Governing Board approved the Personnel Report as follows: *Certificated*: New Hires: Samuel Robles. Leave of Absence: Ronit Liberman. Retirement: Dennis Ballard. *Classified*: New Hires: Denise Ortega, Valentina Parris, Andrea Robles. Leave of Absence: Jenny Lee. Resignation: Marilee Herman, Lindsay McGee, Liouisi Tatarian.
- b. **Memorandum of Understanding with Pacific Oaks College, R26-20-21.** The Governing Board approved the Memorandum of Understanding with Pacific Oaks College.
- c. **Resolution 3-20-21 to adopt the GANN Limit Appropriation Calculation for 2019-20 and estimated Appropriation Limit Calculation for 2020-21.** The Governing Board adopted Resolution 3-20-21 The GANN Limit Appropriation Calculation for 2019-20 and Estimated Appropriation Limit Calculation for 2020-21.
- d. **Change Order No. 001 to Bid No. LCF 19/20-9; Replacement of Gas Lines at Palm Crest Elementary School, R31-20-21.** The Governing Board approved Change Order No. 001 to Bid No. LCF 19/20-9; Replacement of Gas Lines at Palm Crest Elementary School reducing the contract amount from \$100,422 to \$90,154.90.
- e. **Notice of Completion, R33-20-21.** The Governing Board approved the Notice of Completion for Barrington Plumbing for the Palm Crest Elementary Replacement of Gas Lines with a completion date of August 7, 2020.
- f. **Purchase Order List 3-20-21.** The Governing Board approved Purchase Order List 3-20-21

**COMMUNICATIONS**

A Special Governing Board meeting was scheduled for September 24, 2020.

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 11:58 p.m. The Next Regular Meeting of the Governing Board will be held on Tuesday, September 29, 2020 at 7:00 p.m. via Zoom.

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Wendy K. Sinnette, Superintendent  
Secretary to the Governing Board

**MINUTES APPROVED**

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Joe Radabaugh, Clerk

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Date